



## NOTES FROM THE DIRECTORS

### **Revised WISEdata Snapshot Date: NOW MARCH 11, 2017!**

The data warehouse team has - based on feedback from districts and SIS vendors - revised the WISEdata 3<sup>rd</sup> Friday snapshot date. The new snapshot will be held Saturday, March 11 (instead of the previously-announced date of March 4), giving districts an additional week to prepare clean and accurate 3<sup>rd</sup> Friday of September/Count date. This extra week benefits everyone with increased time for correcting errors, installing any related SIS vendor software updates, and submitting the highest quality data possible. The data from these snapshots are used for a variety of public and secure reporting.

We know you all care about data quality and we will continue to provide updates and information on the role of WISEdata snapshots, including future snapshots, and their impact on report cards. As always, if you have data questions, please contact the [Help Desk](#). If you have accountability questions, please contact our team: [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov).

Thank you for your careful attention to ensuring high-quality data reporting!

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

### **ACT and WorkKeys Assessments**

Thank you to all ACT test coordinators, DACs, high school principals, and other educators for your work preparing for ACT and WorkKeys testing next week. Initial test dates for the ACT and WorkKeys are Tuesday, February 28 and Wednesday, March 1. In the case of a weather emergency, please consult the ACT [emergency and inclement weather plan](#). As you know, All DACs must submit signed [confidentiality agreements](#) to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) before testing begins. Any district/school staff who have access to the test or reports (providing accommodations, setting up tests, etc.) must sign and submit the form at the local level to their DAC/SAC. Only the completed DAC confidentiality forms should be sent to DPI. All other forms shall be retained at the district/school level.

Please remember that the 95% test participation rate is required for all assessments, including the ACT. We recognize that this can be challenging with the ACT being given only on specific test dates, but it is critical for all students to participate. Please work with your schools to plan an effective strategy for ensuring high participation.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

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# WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

## Forward Exam

- **New - Online Tools Trainings**

- As you know, the Online Tools Training (OTTs) were released last week. As a reminder, the OTTs provide a hands-on preview of the item types included in the Wisconsin Forward Exam. Students can practice signing on, selecting a test session, responding to different item types, using the many tools available in the testing system, and navigating the review screen.

Test Administrators and students may notice that some items are repeated in the TDA (session 1) and Reading (session 4) sessions of the ELA OTTs. Items are also repeated within grade bands of 3-4, 5-6, and 7-8 ELA OTTs. Please be aware that this will not be the case for the actual test. More information about this is included in the [Test Administration Manual](#), page 12.

- **REMINDER - New Resources Available**

- [Test Administration Manual](#)
- [eDIRECT User Guide - Students and Testing](#)
- [Student Tutorials](#)
- [Administrator Tutorials](#)
- [Online Tools Trainings](#)
- [2017 Forward Exam DAC Pretest Training - Recorded Version](#)
- [District and School Assessment Coordinator Guide](#)

- **REMINDER - Online Technology Q & A Sessions -Registration links below!**

- DRC will be hosting one more online technology Q & A session to ensure that districts are ready for the 2017 administration of the Forward Exam.
  - March 15, 1:00pm - 2:30pm [Register Here](#)
- Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website](#).
  - Recorded versions of the January and February Online Technology Q & A Sessions is now available on the [Forward technology requirements webpage](#).

- **REMINDER - Student Information System (SIS) and Student Data Updates**

- In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

February 2	DPI created a student demographic data file from data submitted by districts through WISEdata.
February 6 - February 17	DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors.

February 20 - March 5	<p>Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU.</p> <ul style="list-style-type: none"> <li>• Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files.</li> <li>• Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT.</li> <li>• If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected.</li> <li>• During this time, users will not be able to create or edit test sessions.</li> </ul>
March 6 - March 10	DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts.
March 13 - May 5	<p>Field can access test setup.</p> <ul style="list-style-type: none"> <li>• Test sessions can be accessed and modified, if needed/desired.</li> <li>• Students can be transferred among districts.</li> <li>• Any changes to accommodations must be made via the eDIRECT user interface (UI). (Accommodations changes cannot be made via the MSU file <b>after</b> March 5)</li> <li>• Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU.</li> </ul>

## ACT HIGH SCHOOL ASSESSMENTS

### ACT with writing and ACT WorkKeys

- **NEW - Confidentiality Agreements Due 2/24/17**
  - All DACs must submit signed [confidentiality agreements](#) to osamail@dpi.wi.gov before testing begins.
  - Any district/school staff who have access to the test or reports (providing accommodations, setting up tests, etc.) must sign and submit the form at the local level to their DAC/SAC.
  - Only the completed DAC confidentiality forms should be sent to DPI. All other forms shall be retained at the district/school level.
- **NEW - Preparing for Test Days**
  - Review and follow the test administration manuals, supplements, and test coordinator information shipped to you in hard copy and found online found [here](#) and [here](#).
  - Review the powerpoint slides and recording of the Test Administration Webinar #2 for reminders on pretest, testing, and after testing tasks. The webinar recording and slides are posted here: <https://dpi.wi.gov/assessment/act/trainings> and on the [ACT WI webpage](#).
  - Download and print the *TAA PIN Report* via PearsonAccess<sup>next</sup>™ for a roster to help you plan for testing your examinees with disabilities. See email from [statetesting@act.org](mailto:statetesting@act.org) sent on 2/13 for details.
  - If you need additional forms folders, you can print them from the [DPI](#) or [ACT](#) webpages.
- **REMINDER - If A Student Does Not Test**
  - Refer to the [ACT DPI FAQs](#) for guidance about accountability and testing of students in various situations.
  - If a student is enrolled at your school but does not take the ACT, leave the student in PearsonAccessNext.

- After testing is complete, Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that **did not test**.
- **REMINDER - Emergency and Inclement Weather Plan**
  - The [emergency and inclement weather plan](#) is now posted to the [ACT WI webpage](#) under “Manual and Supplements”.

## Aspire Early High School

- **REMINDER - Technology Readiness Webinar Today**
  - Please encourage test coordinators and technology coordinators to register for the Aspire Technology Readiness Webinar on Feb 22, 2pm. Register [here](#).
  - The Aspire Test Administration Webinar will be on Mar 30 at 10am.

- **REMINDER - Student Data Timeline**

March 7	<b>Deadline for school districts to make sure local student information system (SIS) is up-to-date</b> and that data from their SIS are being regularly “pushed” through WISEdata to the DPI data warehouse.
March 8	DPI pulls 9 <sup>th</sup> and 10 <sup>th</sup> grade student data from WISEdata and uploads to ACT Aspire portal.
March 14-24	Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.
March 14 - April 14	Test coordinators set up online test sessions.
See <a href="#">Schedule of Events</a> and <a href="#">Checklist of Success</a> for full Aspire calendar.	

- **REMINDER - TestNav 8.8 Upgrade**
  - TestNav is the platform used for the Aspire Early High School assessment, which is computer-based.
  - As of 1/27, TestNav has been upgraded to version 8.8. Schools will need to use version 8.8 for spring statewide Aspire testing.
  - See the [TestNav 8 Online Support page](#) for details on upgrading to 8.8.
  - **If your Technology Coordinator has not updated the TestNav app since last Spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8.** If they have completed the upgrade in mid-summer of 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application.
- **REMINDER - Manuals Posted**
  - The following manuals have been updated on the [Wisconsin Aspire Avocet site](#). We will update the DPI Aspire webpages soon.
    - [Accessibility Users’ Guide](#)
    - [ACT Aspire Portal User Guide](#)
    - [Room Supervisor Manual \(CBT\)](#)
    - [Room Supervisor Manual \(PBT\)](#)
    - [Technical Readiness Manual](#)
    - [Test Coordinator Manual](#)

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## ACCESS for ELLs

- **REMINDER - OPPORTUNITY FOR FEEDBACK**
  - WIDA is collecting your feedback on this assessment season. Please share this link with other people involved in testing in your district. Questions are based on the role you select in the first few questions, and are divided between coordinator, administrator, and technology roles.
  - [https://uwmadison.co1.qualtrics.com/SE/?SID=SV\\_8ljdLkhPtd7huVT](https://uwmadison.co1.qualtrics.com/SE/?SID=SV_8ljdLkhPtd7huVT)
- **UPCOMING DEADLINES**
  - **3/7/2017-3/15/2017**
    - Pre-Reporting Data Validation in WIDA AMS
    - Webinar on 3/7, link [here](#).

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## Dynamic Learning Maps (DLM)

- **NEW - Data Validations-** Districts should now have loaded all of their users, enrollments and rosters into the Educator Portal. Districts should be carefully checking the student demographics to make sure that grade levels are appropriate for the 16-17 school year, primary disability has been indicated correctly, student names are spelled correctly, etc. *Failure to verify data may have a significant impact on student testing and accountability.*
- **NEW - Collection of Student Writing Samples for Dynamic Learning Maps Alternate Assessments** - The DLM® Alternate Assessment Consortium is seeking districts to collect and submit evidence of student writing samples from the English language arts portion of the DLM alternate assessment during the spring 2017 testing window. District coordinators will collect writing samples that students produce during DLM writing testlets and ship the samples to DLM staff at the University of Kansas. Acceptable writing samples include papers that students used during testlet administration, copies of student writing products, and printed photographs of student writing products. Each writing sample requires a cover sheet that contains information about the student, teacher, and testlet. Samples will be used to support evidence of quality of the assessment system and inform future assessment development. Samples will not be used to evaluate teachers or test administration procedures. To volunteer, complete the [survey](#). Volunteers will be contacted by DLM staff with more detailed information on collecting samples and shipping them to the DLM office.
- **NEW** - DPI hosted a webinar last week entitled “*Who are Students with the Most Significant Cognitive Disabilities?*” Presentation materials, including the Powerpoint and FAQ, will be posted soon on the [special education website](#).
- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER-** Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County

- With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

## National Assessment of Educational Progress (NAEP) *Selected Schools Only*

- **REMINDER - The NAEP test window is now open!**
  - Angela Dugas, the NAEP State Coordinator, will be observing NAEP testing around the state during the test window. She will contact NAEP School Coordinators, Principals, and DACs in advance of the observation. The observations are a NAEP quality assurance task; observations are of the NAEP procedures and protocols only, and not of students or schools.

## DAC DIGEST DIGESTIBLES

Important Dates to Remember		
February	1-28: NAEP assessment window (Jan 30 - Mar 10)	NAEP
	3: Last day to order Additional Materials	ACCESS
	10: Test window closes; Return all materials	ACCESS
	Week of 2/6 or 2/13: Test coordinator receives initial shipment of nonsecure and secure materials depending on dates selected in PearsonAccessNext.	ACT/WK
	13-27: Window for schools to conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT/WK
	17: Deadline for all materials to be received by DRC	ACCESS
	20: eDIRECT test setup available	Forward
	20-March 5: Open Accommodations Add Window	Forward
	22: Deadline to <a href="#">submit additional orders</a> for test materials	ACT/WK
	22: Aspire Technology Readiness Training Webinar, 2pm Register <a href="#">here</a>	Aspire
	24: Deadline to complete required test administration training and security agreement before spring window before spring window	DLM
	24: Deadline to mark 'Braille' in student PNP for spring window	DLM
	24: Deadline to submit accommodations <a href="#">late consideration requests</a>	ACT
	28: Initial test date for ACT	ACT
	28 - Mar 14: ACT accommodations testing window	ACT
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	3: All data in Educator Portal should be finalized and validated for spring testing	DLM
	1-3: Window to submit make-up order	ACT/WK
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7-15: Pre-Reporting Data Validation Window	ACCESS
	8: DPI pulls 9 <sup>th</sup> and 10 <sup>th</sup> grade student data from WISEdata and uploads to ACT Aspire portal.	Aspire
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT



14-24: Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
14 - April 14: Test coordinators set up online test sessions.	Aspire
15: Pre-Reporting Data Validation Window Closes	ACCESS
16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
21: ACT make-up test date	ACT
20: Forward and DLM test window opens	Forward/DLM
22: WorkKeys make-up test date	WK
23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK

Important Tasks to Remember	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <a href="#">DAC Guide</a></li> <li><input type="checkbox"/> Review <a href="#">Accessibility Guide</a> and <a href="#">Training</a></li> <li><input type="checkbox"/> Review <a href="#">Test Administration Manual</a></li> <li><input type="checkbox"/> Review <a href="#">eDIRECT User Guide - Students and Testing</a></li> <li><input type="checkbox"/> Practice with <a href="#">Online Tools Trainings</a></li> </ul>	Forward
<ul style="list-style-type: none"> <li><input type="checkbox"/> Share TestNav upgrade information with technology coordinators.</li> <li><input type="checkbox"/> <b>Submit signed DAC <a href="#">Confidentiality Agreement</a> to <a href="mailto:osamail@dpi.wi.gov">osamail@dpi.wi.gov</a> before testing begins.</b></li> <li><input type="checkbox"/> <b>Ensure school level test staff sign the appropriate <a href="#">confidentiality form</a> and keep it at the school or district.</b></li> <li><input type="checkbox"/> Notify data coordinators about March 7 deadline to have SIS up to date for DPI to load student data into Aspire portal.</li> <li><input type="checkbox"/> Encourage Technology Coordinators to register for Aspire Technology Readiness Webinar.</li> <li><input type="checkbox"/> Open shipping boxes and ensure correct ACT and WK test materials were received.</li> <li><input type="checkbox"/> Submit additional orders for test materials if needed.</li> <li><input type="checkbox"/> Conduct pretest sessions for ACT and conduct room supervisor and proctor training.</li> </ul>	ACT High School Assessments
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Data Validation modules</li> <li><input type="checkbox"/> Plan for Data Validation March 7-15</li> </ul>	ACCESS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update secure browser for <a href="#">DLM KITE Client</a></li> <li><input type="checkbox"/> Add new users, students and rosters to <a href="#">Educator Portal</a> and <i>validate</i> the data</li> <li><input type="checkbox"/> Encourage test administrators to complete the <a href="#">required test administrator training</a> as early as possible</li> <li><input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs) from 15-16</li> </ul>	DLM
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a></li> </ul>	Reading Readiness

Online Resource Highlights*		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
<a href="#">Accessibility Guide</a>	Provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.	Forward

<a href="#">DTC Training</a>	Recorded District Technology Coordinator Training	Forward
<a href="#">District and Assessment Coordinator Guide</a>	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
<a href="#">Test Administration Training Webinar #2</a>	Recording of Test Administration Training Webinar #2	ACT/WorkKeys
<a href="#">Ordering Additional Materials Guide</a>	See email from ACT sent to test coordinators on 1/30 for more details on placing additional orders.	
<a href="#">Accommodations Late Consideration Form</a>	Form to submit late consideration for ACT approved accommodations	
<a href="#">Emergency and Inclement Weather Plan</a>	ACT and WorkKeys Inclement Weather Plan	
<a href="#">Confidentiality Forms</a>	DACs must submit signed <a href="#">confidentiality agreements</a> to osamail@dpi.wi.gov before testing begins. School level test staff sign the appropriate form and it is kept on file at the school or district.	
<a href="#">TestNav 8 Online Support page</a>	Information on upgrading TestNav to 8.8	Aspire
<a href="#">Schedule of Events</a>	Calendar of Aspire dates and deadlines - updated 2/9	ACCESS
<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2016-17 dates	
<a href="#">WIDA Resources</a>	Revamped training and manuals for 2016-17	
<a href="#">Educator Portal User Guide</a>	Provides guidance and support for users navigating Educator Portal	DLM
<a href="#">Data Management Manual</a>	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
<a href="#">Test Administration Manual</a>	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
<a href="#">OSA Office Hours Webinar - 11/3 recording now posted</a>	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA